



ICVA Humanitarian Financing Working Group

Terms of Reference

April 2015

1. Purpose

ICVA hosts a number of Working Groups related to its Focus Areas (Forced Displacement, Humanitarian Financing and Partnership & Coordination) as laid out in its Strategy 2015-2018. These Working Groups:

- Provide a platform to exchange information to understand NGOs views and concerns related to the particular topic.
- Communicate key developments in humanitarian operations and policy level work.
- Identify opportunities for collective advocacy strategies on selected issues.

2. Scope of Activities

The Humanitarian Financing Working Group will focus its efforts on the following areas:

- **Influence policy to strengthen financing mechanisms** by promoting NGO engagement on IASC finance platforms and other funding mechanisms
- **Improve NGO access to funding** through research, analysis and tracking of NGO experiences (particularly national NGOs) in accessing humanitarian funding and by promoting best practice
- **Improve NGO understanding of humanitarian financing mechanisms** by providing guidance and learning opportunities for NGOs to better resource humanitarian action.

3. Membership

All ICVA members are welcomed and encouraged to join the Working Group. However, participation is limited to one staff member per organization. Other colleague's may be invited by invitation to cover particular issues.

4. Meetings

Place: Meetings will be hosted by ICVA office in Geneva. For members not able to be physically present, the meeting will be hosted by ICVA via webinar.

Frequency: The Working Group will meet monthly.

Timing: Meetings will be no longer than 90 minutes. The timing will be chosen to accommodate the membership of the group. If a suitable timeslot cannot be found to



accommodate all the members then there will be a rotation between morning meetings and afternoon meetings Central European Time.

Quorum: meetings will take place only if there is a quorum of more than five members able to participate.

5. Communication

In between meetings, the Secretariat will send the Working Group regular updates pertaining to the subject matter.

6. ICVA Secretariat Responsibilities

- Meetings will be organized by the Secretariat.
- A draft agenda will be shared up to a week before the meeting with a request to submit agenda items.
- Meetings will be chaired by the ICVA secretariat, unless there is a specific reason to request an alternative.
- The Secretariat will minute the meetings and share with the Working Group Membership within a one-week period.
- The Secretariat will send the group regular updates pertaining to the subject matter.
- WG Minutes as well as relevant resources are uploaded on ICVA website in the related webpage

7. Membership Responsibilities

- To attend 50 % of the meetings/ year.
- To share relevant information with the Secretariat for circulation to the group.
- To RSVP to meetings by the deadline request to ensure there will be a quorum.
- To have your email shared with the rest of the group via a contact list.
- Are requested to communicate to the ICVA secretariat if their role within the WG will be taken over by other colleagues in order to update the mailing list.